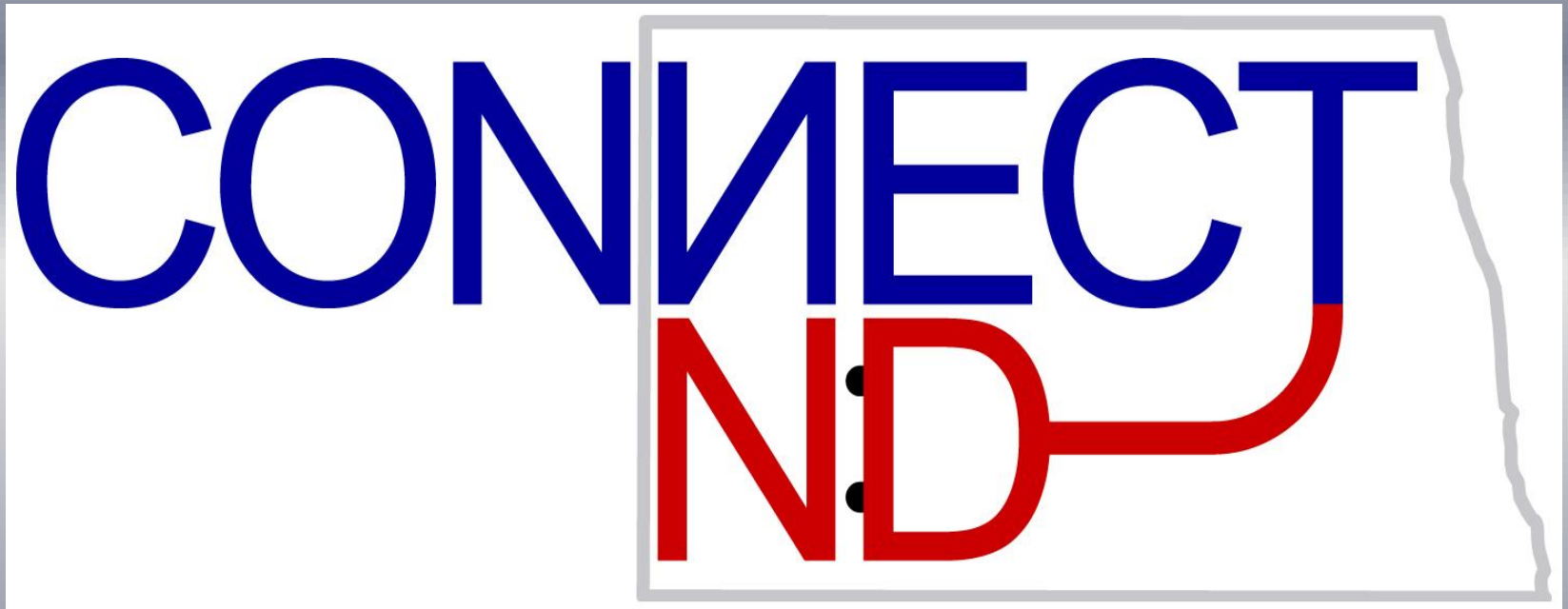


PURCHASING



9.0 Upgrade

Inventory



**Requisition
(optional)**



**Purchase
Order**



**Approval /
Dispatch**



Receiving



Voucher



**PO
Reconciliation**



PO Close

Procure-to-Pay Process

Requisitions

- Functionality
 - The screens have changed and have a different look
 - No major functionality changes to requisitions.

ADD/UPDATE REQUISITIONS

Maintain Requisitions

Requisition

Business Unit: 11000

Requisition ID: NEXT

[Copy From](#)

Status: Open 

Budget Status: Not Chk'd 

☐ Hold From Further Processing

Budget Ck

▼ Header

'Requester:



'Requisition Date: 02/21/2008 

[Requester Info](#)

Origin:



'Currency Code: USD

Dollar

Accounting Date: 02/21/2008 

[Requisition Defaults](#)

[Add Comments](#)

[Requisition Activities](#)

Defaults

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#)




[Catalog](#)

[Item Search](#)

[Requester Items](#)

Schedule


Line

Customize Find View All  First  1 of 1  Last						
Details	Ship To/Due Date	Status	Vendor Information	Item Information	Attributes	Contract
Line	Item	Description	Due Date	Ship To	Price	
1	 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	  

[View Printable Version](#)


'Go to:

 Save

 Notify

 Refresh

 Add

 Update/Display

ADD/UPDATE REQUISITIONS

SCHEDULE PAGE:

Maintain Requisitions

Schedule

Business Unit: 11000 Requisition Date: 02/21/2008
Requisition ID: 0000000003 Status: Open

[Return to Main Page](#)

Line										Find View All		First 1 of 1 Last	
1	Item:	Test	Quantity:	1.0000	Each	Amount:	100.00 USD						
Schedule										Customize Find View All		First 1 of 1 Last	
Details													
Sched		*Ship To		Quantity	Price	Amount	Due Date		Status				
1		110522		1.0000	100.00000	100.00		31	Active				

[Add Ship To Comments](#)

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Distribution

ADD/UPDATE REQUISITIONS

Maintain Requisitions

Distribution

Requisition ID: 0000000004

Item: [folders](#)

Line: 1

Status: Active

Schedule: 1

Ship To: 110002 Shipping-0 Quantity: 20.0000 BOX

Distribute by: Open Quantity: 20.0000

Amount: 50.00 USD

SpeedChart: [Multi-SpeedCharts](#)

Distributions

Chartfields Details Asset Information

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
1	Open	100.0000	20.0000	50.00	11000	536015	110	001	1000		11030			

OK

Cancel

Refresh

Purchase Orders

- Functionality
 - Changes - Screens have changed
 - New – Ability to use multiple speedcharts in the distribution.
 - New – Ability to change item description in a dispatched purchase order.

ADD/UPDATE POS

Maintain Purchase Order

Purchase Order

Unit: 53000

PO ID: 0000014685

Copy From:

PO Status: Approved

Budget Status: Valid

☐ Hold From Further Processing

▼ Header

'PO Date: 11/23/2007  [Vendor Search](#)

Vendor: R M COTTON-002  [Vendor Details](#)

'Vendor ID: 0000004915  R M COTTON COMPANY

'Buyer: DFROHLIC@ND.G  Frohlich, Richard L.

PO Reference:

Doc Tol Status: Valid

Receipt Status: Not Recvd

'Dispatch Method:  [Dispatch](#)

Amount Summary

Merchandise: 15,584.00

Freight/Tax/Misc.: 0.00

Total Amount: 15,584.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Add Comments](#) [Requisitions](#)

[Calculate](#)












Add Items From

Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Line:  To:  [Retrieve](#)


Lines


Customize Find View All  First 1 of 1 Last										
Details	Ship To/Due Date	Statuses	Item Information	Attributes	Contract	Receiving				
Line	Item	Description	PO Qty	'UOM	Category	Price	Amount	Status		
1		 Aerco steam fired H W 	1.0000	EA 	98168 	15,584.00000	15,584.00	Active		  

[View Printable Version](#)

'Go to: 

 Save

 Return to Search

 Previous in List

 Next in List

 Notify

 Refresh

 Add

 Update

Schedule

ADD/UPDATE POS










SCHEDULE PAGE

Maintain Purchase Order





Schedules



Unit: 53000 Vendor: R M COTTON-002
PO ID: 0000014685 PO Date: 11/23/2007
PO Status: Dispatched

[Return to Main Page](#)

Lines										Find	View All	First	1 of 1	Last	
Line: 1	Item:	Aerco steam fired H W heater			PO Qty: 1.0000	EA	Amount: 15,584.00	USD							
Schedules										Customize	Find	View All	First	1 of 1	Last
Details		Statuses	Shipment	Matching	Receiving	Freight	RTV								
Sched		*Due Date	*Ship To		*PO Qty	Price	Amount	Status							
1		11/23/2007	P-PLANTSVC		1.0000	15,584.00000	15,584.00	Active							

[Add ShipTo Comments](#)

 Save  Return to Search  Notify  Refresh

 Add  Update/Display

Value
(Price)Adjustment

Distribution

ADD/UPDATE POS

VALUE (PRICE) ADJUSTMENTS

Maintain Purchase Order

Price Adjustments for Schedule 1

Unit:	53000	Vendor:	R M COTTON-002
PO ID:	0000014685	Item:	Aerco steam fired H W heater
Line:	1	Status:	Active
Sched:	1	Current Price:	15,584.00000 USD
Adjusted Price:	15,584.00000	Change Price	Sort Value Adjustments

Value Adjustments		Find View All	First	1 of 1	Last
*Seq:	1	*Type:	BAS	Base	Base Price Type: User
*Adj Meth:	Amt	Adjustment Amount:	15,584.00000		
System Adjustment Info					
<input type="checkbox"/> Ship To	<input type="checkbox"/> UOM	Qty Needed:	Actual:		

OK

Cancel

Refresh

ADD/UPDATE POS

DISTRIBUTIONS

Maintain Purchase Order

Distributions for Schedule 1

Unit: 53000 Vendor: R M COTTON-002
PO ID: 0000014685 Item: [Aerco steam fired H W heater](#)
Line: 1
Sched: 1 Status: Active
Distribute by: Schedule Qty: 1.0000
SpeedChart: [Multi-SpeedCharts](#) Merchandise Amt: 15,584.00 USD
Doc. Base Amount: 15,584.00 USD

Distribution

Chartfields													
Details/Tax Asset Information Req Detail Statuses													
Dist	Status	Percent	PO Qty	Amount	Currency	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Project
1	Open	100.0000	1.0000	15,584.00	USD	53000	684015	530	001	2650		53077	

Express Purchase Orders

- Express Purchase Orders
 - New - Ability to copy existing purchase orders in Express Purchase Orders
 - Navigation: *Purchasing > Purchase Orders > Add/Update Express POs*

Express Purchase Order

Purchase Order

Unit: 80100
PO ID: SR50186202
Change Order: 1

PO Status: Dispatched
Budget Status: Valid



Copy From:

☐ Hold From Further Processing

▼ Header

PO Date: 01/04/2007
Vendor: COUNTY-049
Vendor ID: 0000002094
Buyer: KRMUND@ND.GOV
PO Reference: Construction Engineering

Vendor Search

[Vendor Details](#)

WALSH COUNTY

Mund, Kristen A.

Doc Tol Status: Valid

Backorder Status: None

[Create BackOrder](#)

Receipt Status: Not Recvd

'Dispatch Method:

Print

Amount Summary

Merchandise: 40,517.75

Freight/Tax/Misc.: 0.00

Total Amount: 40,517.75 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Edit Comments](#) [Requisitions](#)

Add Items From

Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Line: To:

Lines

Line	Item	Description	PO Qty	'UOM	Category	Amount	Status
1		Construction Engr	1.0000	EA	DOT_CONTRAC	40,517.75	Active

Schedules

Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Status	'Distribute by
1	01/04/2007	C50	1.0000	40,517.75000	40,517.75	Active	Quantity

Distributions

Chartfields													
Asset Information													
Reg Detail													
Statuses													
Dist	Status	Percent	PO Qty	Amount	Curr	'GL Unit	'Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Source Tr
1	Open	100.0000	1.0000	40,517.75	USD	80100	712115	801	Y0017	9360	80160	80100	

[Expand All](#) [Collapse All](#)

Schedule

Distribution

PO Approval Amount/Chartfield

- Functionality
 - Changes - Screens have changed
 - Everything is on one page; the tab was removed.
 - New - Ability to view purchase orders from the approval screen.

PO Amount Approval

Purchase Order Amount Approval

Unit: 53000 PO ID: 0000014682 Vendor: 0000019417 CAPITAL CITY 223
BOILER REPAIR

Approval Action: Approval Status: In Process [View Printable PO](#)

Comment

PO Amount

Buyer: Rasmusson, Keith J.
PO Reference: Boiler Repair
PO Date: 11/21/2007

Merchandise Total Amount: 10,980.00 USD Merchandise Total Base: 10,980.00 USD
PO Total Value: 10,980.00 PO Total Base: 10,980.00

Lines

Distributions [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Line	Sched Num	Line	GL Unit	Amount	Currency	Account	Oper Unit	Fund	DeptID	Class	Project	Base Amt	Base Currency
1	1	1	53000	10980.00	USD	534035	530	001	2110	53079		10980.00	USD

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

View PO

Expand to view Lines on PO

Dispatching Purchase Orders

- Functionality
 - Batch dispatching of purchase orders is back!

BATCH DISPATCHING OF POS

Dispatch Purchase Orders

Run Control ID: DISPATCH_PO

[Report Manager](#) [Process Monitor](#)

Run

Language: English Specified Recipient's

Process Request Parameters

Business Unit: 53000 To: 53000
PO ID: [Select Purchase Order](#)
Contract SetID:
Contract ID:
Release:
From Date: 02/01/2008
Through Date: 03/03/2008
Vendor ID:
Buyer: RWALERY@ND.GO Walery,Renee E..
Fax Cover Page:

Statuses to Include

☒ Approved ☒ Dispatched ☐ Pending Cancel

Dispatch Methods to Include

☒ Print ☒ FAX ☒ EDX ☒ E-Mail ☒ Phone

Miscellaneous Options

*Chartfields: Valid Chartfields

Change Orders: Changed and UnChanged Order

☐ Print Changes Only ☒ Print PO Item Description

☐ Test Dispatch ☐ Print Duplicate

☒ Print Copy Number Of Copies: 1

☒ Print BU Comments Sort By: Line No.

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Receiving

- Functionality
 - New Navigation - *Purchasing > Receipts > Add/Update Receipts*
 - Shipments is now Receipts

Receipts

Receiving

Business Unit: 53000

Receipt Status: Open



Receipt ID: NEXT

[Add Comments](#)

[Activities](#)

[Header Details](#)

Header

[Select Purchase Order](#)

Receipt Lines

[Customize](#) | [Find](#) | [View All](#) |

First 1 of 1 Last

Receipt Lines													
Receipt Lines		More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information							
Line		Item	Description	Price	Receipt Qty		*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1			SSP-22-2AUBW & SSP-01 14' ST	55124.00000	1.0000		EA	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track



☐ Interface Receipt

[Interface Asset Information](#)

Save

Notify

Refresh

Add

Up

PO Vouchers

- Functionality
 - Copy PO versus Worksheet Copy Option
 - Ability to pay multiple POs to same vendor
- Pros of using PO Vouchers:
 - Provides cleaner closing of POs
 - Provides easy tracking of purchasing cycle
- Cons of PO Vouchers:
 - Requires clear communication between Purchasing and Accounts Payable staff.

Copy PO Versus Worksheet Copy Option

PO Copy

Invoice Information | Payments | Voucher Attributes

Business Unit: 11000 Invoice Number:
Voucher ID: NEXT Invoice Date: 31
Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: Name: Location: Address: [Advanced Vendor Search](#)

*Pay Terms: 00 Now *Control Group: Accounting Date: 03/10/2008 *Currency: USD Total: 0.00 Calculate

Basis Dt Type Inv Date
[Comments\(0\)](#)
[Non Merchandise Summary](#)
[Sales/Use Tax Summary](#)
[Session Defaults](#)
[VAT Summary](#)

Packing Slip:

Worksheet Copy
Option

Copy PO Versus Worksheet Copy Option

Copy Worksheet

Unit: 11000 Voucher: NEXT

[Back to Invoice](#)

▼ Receiver Lookup Criteria

PO Business Unit:	<input type="text"/>	PO Number:	<input type="text"/>	'PO Dt Opt:	No Date ▼	PO Date:	<input type="text"/>
Receipt Unit:	<input type="text"/>						
Receipt Number From:	<input type="text"/>	Receipt Number To:	<input type="text"/>				
Receiver Line From:	<input type="text"/>	Line:	<input type="text"/>				
'Receipt Date Option:	No Date ▼	Receipt Date:	<input type="text"/>				
Ship To:	<input type="text"/>	Packing Slip:	<input type="text"/>				
Pro Number:	<input type="text"/>	Bill of Lading:	<input type="text"/>				
Carrier ID:	<input type="text"/>						

► Additional Search Criteria

Max Rows to

Search

Copy Selected Lines

Reset

☒ [Select All](#)

☐ [Clear All](#)

Return

PO Number

Receipt Number

Reconciliation

- Functionality
 - Reopen purchase orders and requisitions
 - This function works very well
 - But it only works on purchase orders or requisition that are closed in the 9.0 upgrade. Anything closed prior to the upgrade can not be reopened.
 - This process will only be made available to those who have attended training.

Future Training

- A User Group Meeting will be scheduled in May or June to discuss the need for additional training and user group sessions:
 - PO/Requisition Closing Issues
 - New Developments & Functions in Purchasing
 - Future Purchasing Training Issues
 - User group Q&A session
- Those identified as PO Administrators will be contacted for our user group session.

Future Training

Which areas need more training? YOU tell us.

– Email your suggestions to Bev at bhaman@nd.gov

Available on Website

- All checklists in your handouts are available on our website at www.nd.gov/spo/connectnd/checklists/
- Please print copies for others in your agency from this website.
- Checklists for PO administrators still under development.

Contact Us

- [Renee Walery, 328-1729](#): Vendors / Purchasing / 1099 Processing
- [Bev Haman, 328-2741](#): Purchasing / 1099 Processing / Vendors
- [Kim Sjomeling, 328-2683](#): Vendor Maintenance and Bidder Registration
- [Pam Schonert, 328-2773](#): New Vendors